

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

1. TENANT/ FACILITY NAME		2. TENANCY NO.		3. AREA / SQ FT	
4. ADDRESS/LOCATION OF PROPERTY		5. CITY		STATE CA	6. ZIP CODE
7. TENANT CONTACT (NAME)		8. MAILING ADDRESS		9. CONTACT PHONE NO.	
10. LEASE START DATE		11. LEASE EXPIRATION DATE			
12. PROPERTY TYPE - <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> TELECOMMUNICATIONS <input type="checkbox"/> PARKING <input type="checkbox"/> OTHER:					
13. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE _____					
14. SIC CODE DESCRIPTION _____					
15. FACILITY COVERED UNDER GENERAL INDUSTRIAL STORM WATER PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
15a. FACILITY'S INDUSTRIAL WASTE DISCHARGE IDENTIFICATION (WDID) NO. _____					
15b. DOES FACILITY HAVE A CURRENT SWPPP ONSITE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					
16. FACILITY COVERED UNDER OTHER STORM WATER / WASTE WATER PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
17. PERMIT TYPE _____					
18. PERMIT NUMBER _____					
19. ENTITY RESPONSIBLE FOR STORM WATER DRAINAGE SYSTEM (e.g. County of/City of/Caltrans)					
_____					

Photos ☐ Yes ☐ No Number of Photos

Activities – Check each activity present at the site.	BMP			Implementation Effectiveness*	
	Yes	No	N/A	Satisfactory	Needs Improvement
<input type="checkbox"/> <b>Vehicle or Equipment Fueling.</b> 1. Is fueling area designed to prevent run-on of storm water and runoff of spills? 2. Are employees trained in proper fueling, cleanup, and spill response procedures? 3. Are absorbent materials readily available for small spills? 4. Is fueling area inspected regularly for spills and/or leaks?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> <b>Vehicle or Equipment Washing/Steam Cleaning.</b> 1. Is designated wash area used? 2. Is wash area equipped with clarifier and connected to sanitary sewer? 3. Is designated wash area designed with complete containment? 4. Is clarifier or oil/water separator maintained regularly? Is maintenance documented?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

STATE OF CALIFORNIA  
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**STORM WATER INSPECTION REPORT**  
FOR NON-RESIDENTIAL PROPERTIES PROPERTY MANAGEMENT/ EXCESS LANDS  
RW 11-16 SW (Rev. 6/2005)

Activities – Check each activity present at the site.	BMP			Implementation Effectiveness*	
	Yes	No	N/A	Satisfactory	Needs Improvement
<input type="checkbox"/> <b>Vehicle or Equipment Maintenance and Repair.</b> 1. Is maintenance performed in designated area? 2. Is equipment kept clean, no build-up of oil and grease? 3. Are drip pans and containers used in areas where drips or leaks may occur? 4. Are used oil and oil filters, antifreeze, batteries, fluids, etc. recycled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Outdoor Loading/Unloading of Materials.</b> 1. Are delivery vehicles parked so spills and leaks can be contained? 2. Is the loading/unloading area covered to reduce exposure of materials to rain? 3. Is loading/unloading area designed to prevent storm water run-on? 4. Are storm drain inlets blocked during transfer of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Outdoor Storage of Materials/Products/Equipment.</b> 1. Are covers used to protect all raw materials, byproducts, finished products and containers stored outside? (Circle covering type used) Plastic    Roof    Canopy    Other 2. Are chemicals, drums, or bagged materials on pallets or similar method that keep them off the ground? 3. Are hazardous materials stored in properly designed containment areas? 4. Are spill containment pallets used? 5. Are drip pans and containers used in areas where drips or leaks may occur? 6. Are berms, curbs, or other structures in place to minimize pollutants from entering the storm water system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Waste Handling and Disposal.</b> 1. Are materials recycled whenever possible? 2. Are wastes segregated and separated? 3. Is storage area designed to prevent storm water runoff? 4. Are waste dumpsters covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Building and Grounds Maintenance.</b> 1. Are pesticides and fertilizers used and stored properly? 2. Are areas swept regularly and is wash down by hosing prohibited unless wash water is contained? 3. Are contained wash water, sweepings and sediments disposed of properly? 4. Are materials used in repair and minor remodeling (paints, etc.) stored properly? 5. Are paved surfaces adequately maintained (minimal crumbling asphalt or concrete)? 6. Are safer alternative products used whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Park and Landscape Maintenance.</b> 1. Are non-vegetated surfaces covered to prevent erosion? 2. Are pesticides and fertilizers used only as needed and stored properly? 3. Are areas swept regularly and is wash down by hosing prohibited unless wash water is contained? 4. Are landscape clippings collected and disposed of properly? 5. Are irrigation systems designed to prevent runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Agricultural.</b> 1. Are pesticides and fertilizers used and stored properly? 2. Are areas of exposed/disturbed soil properly managed? 3. Are irrigation systems designed to prevent runoff? 4. Is maintenance performed in designated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Parking Lots.</b> 1. Are parking areas adequately maintained (minimal cracking, deterioration)? 2. Are parking areas kept free of trash and litter? 3. Are parking areas swept or vacuumed regularly and is wash down prohibited unless wash water is contained and disposed of properly? 4. Are parking areas kept relatively free of staining (oil, grease, paint, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Erodible Surface Areas.</b> 1. Are areas of exposed/disturbed soil properly managed? 2. Do any landscaped areas require re-vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Activities – Check each activity present at the site.	BMP			Implementation Effectiveness*	
	Yes	No	N/A	Satisfactory	Needs Improvement
<input type="checkbox"/> <b>Illicit Connections/Illegal Discharges.</b>					
1. Are any illicit connections present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Is illegal dumping or uncontrolled spillage/discharge occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

SATISFACTORY: BMPs (including source control BMPs) used and effective.

NEEDS IMPROVEMENT: No BMPs used and storm water pollution likely/Some BMPs used but not effective/Structural BMPs necessary to improve pollution prevention. *Provide Comments Below*

### III BMP ASSESSMENT

20. Observations/Comments: \_\_\_\_\_

\_\_\_\_\_

Corrective Action/Due Date: \_\_\_\_\_

\_\_\_\_\_

21. Observations/Comments: \_\_\_\_\_

\_\_\_\_\_

Corrective Action/Due Date: \_\_\_\_\_

\_\_\_\_\_

22. Observations/Comments: \_\_\_\_\_

\_\_\_\_\_

Corrective Action/Due Date: \_\_\_\_\_

\_\_\_\_\_

- IV. 23. NON-STORMWATER DISCHARGES: ☐ None observed / no evidence of / no sources noted  
☐ Sources observed, but BMPs in place  
☐ Sources observed, no BMPs in place, but no discharge  
☐ Observed discharges / evidence of discharges / no BMPs

**Report any observed illicit connections and illegal/unknown discharges to Headquarters Right-of-Way and the District NPDES Storm Water Coordinator.**

### V. STORM WATER EDUCATION AND OUTREACH MATERIALS

24. DO EMPLOYEES RECEIVE GENERAL TRAINING FOR MANAGING RUNOFF FROM SITE? ☐ NO ☐ YES

DO EMPLOYEES RECEIVE SPECIFIC TRAINING FOR PREVENTING POLLUTION AND CONTROLLING RUNOFF FROM SITE (BMP IMPLEMENTATION)? ☐ NO ☐ YES

ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS AVAILABLE FOR REVIEW? ☐ NO ☐ YES

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**VI. CONCLUSIONS**

25. COMMENTS/RECOMMENDATIONS (Describe any non-storm water discharges, unsatisfactory conditions or work needed):

26. CORRECTIVE ACTIONS

☐ NONE      ☐ CORRECT DEFICIENCIES NOTED ABOVE IN TIME FRAME INDICATED.

☐ FACILITY BMP INFORMATION PROVIDED

FOLLOW UP INSPECTION REQUIRED?    ☐ NO    ☐ YES

☐ YES, WITHIN 30 DAYS AFTER \_\_\_\_\_    ☐ YES, TO BE SCHEDULED WITHIN NORMAL FREQUENCY

**VII. INSPECTION INFORMATION**

27. INSPECTOR NAME (Printed)

28. DATE OF INSPECTION

29. TIME OF INSPECTION

INSPECTOR SIGNATURE

30. REASON FOR INSPECTION:    ☐ Initial    ☐ Scheduled    ☐ Follow up    ☐ Response to Complaint

NAME OF TENANT(S) ACCOMPANYING INSPECTOR

1. \_\_\_\_\_

2. \_\_\_\_\_

SIGNATURE(S) - TENANT RECEIVED FORM

1. \_\_\_\_\_

2. \_\_\_\_\_

NAME(S) OF OTHERS ACCOMPANYING INSPECTOR (IF ANY)

1. \_\_\_\_\_

2. \_\_\_\_\_

Ref: Caltrans NPDES Permit No. CAS000003 issued by California State Water Resources Control Board.

## **FIELD OBSERVATIONS**

### **HELPFUL HINTS FOR STORM WATER INSPECTIONS**

#### **AREAS AND ACTIVITIES WITH POTENTIAL TO SPILL HAZARDOUS FLUIDS**

- SPILL KITS AVAILABLE IF NEEDED
- SPILL RESPONSE AGENCY PHONE NUMBERS CLEARLY POSTED
- MATERIAL SAFETY DATA SHEETS AVAILABLE FOR PRODUCTS

#### **VEHICLE OR EQUIPMENT FUELING**

- FUELING AREA COVERED OR SLOPED AWAY FROM DRAINS TO PREVENT RUNON/RUNOFF
- SPILLS OR LEAKS SPOT CLEANED AS NEEDED
- SPILL ABSORBENT AVAILABLE AND DISPOSED OF PROPERLY
- "NO TOPPING-OFF" SIGNS POSTED
- OVERFLOW PROTECTION AVAILABLE IF NEEDED
- EMPLOYEES TRAINED ON PROPER FUELING AND CLEANUP PROCEDURES
- GENERAL GOOD HOUSEKEEPING OBSERVED

#### **VEHICLE OR EQUIPMENT WASHING/STEAM CLEANING**

- VEHICLES WASHED IN DESIGNATED AREA
- WASH AREA BERMED TO PREVENT DISCHARGES TO STORM DRAIN
- SAFER ALTERNATIVE PRODUCTS IN USE
- WASH WATER COLLECTED AND DISCHARGED TO SANITARY SEWER
- TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER

#### **VEHICLE OR EQUIPMENT MAINTENANCE AND REPAIR**

- VEHICLE MAINTENANCE AND REPAIR OCCURS INDOORS OR UNDER CANOPY
- DRIP PANS AVAILABLE
- MATERIAL STORAGE HANDLING AREAS ENCLOSED OR COVERED
- STAINS OR OTHER SIGNS OF POLLUTANTS NOT OBSERVED
- HAZARDOUS MATERIALS LABELED, COVERED AND CONTAINED (e.g. AUTO FLUIDS, PAINTS, SOLVENTS, GREASE)
- SPILLS OR LEAKS SPOT CLEANED AS NEEDED
- EMPLOYEES TRAINED ON PROPER CLEANUP AND DISPOSAL PROCEDURES
- GENERAL GOOD HOUSEKEEPING OBSERVED

#### **OUTDOOR LOADING/UNLOADING OF MATERIALS**

- MATERIAL LOADING/UNLOADING AREAS ENCLOSED OR COVERED
- LOADING AND UNLOADING CONDUCTED IN DRY WEATHER IF NOT COVERED
- LOADING AND UNLOADING AREA BERMED OR SLOPED TO CONTAIN SPILLAGE
- NO DISCHARGE TO STORM DRAIN
- DRIP PANS AVAILABLE TO CAPTURE LIQUID LEAKS

#### **OUTDOOR STORAGE OF MATERIALS/PRODUCTS/EQUIPMENT**

- HAZARDOUS MATERIALS LABELED, COVERED, AND CONTAINED
- STOCKPILED MATERIALS COVERED
- NO SIGNS OF EXCESSIVE LEAKING FROM STORED EQUIPMENT
- DRIP PANS AVAILABLE TO CAPTURE EQUIPMENT LEAKS
- STORAGE AREA FREE OF LITTER
- GENERAL GOOD HOUSEKEEPING OBSERVED

#### **WASTE HANDLING AND DISPOSAL**

- RECYCLABLE MATERIALS BEING RECYCLED
- WASTE CONTAINERS COVERED TO PREVENT STORMWATER RUN-OFF/RUN-ON
- DRIP PANS AVAILABLE TO CAPTURE GREASE WHEN TRANSFERRED
- AREA SWEEPED DOWN ON REGULAR BASIS
- AREA FREE OF STAINS OR OTHER SIGNS OF POLLUTANTS GOING INTO STORM DRAIN SYSTEM
- WASTE CONTAINERS IN GOOD CONDITION FREE FROM LEAKS
- GENERAL GOOD HOUSEKEEPING OBSERVED
- NO LITTERING SIGNS POSTED

#### **BUILDING AND GROUNDS MAINTENANCE**

- VEGETATION LEFT IN PLACE WHERE POSSIBLE
- SOIL EROSION NOT OBSERVED
- GROUNDS FREE OF LITTER
- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- SAFER ALTERNATIVE PRODUCTS IN USE
- TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- MINIMAL USE OF PESTICIDES AND FERTILIZERS

## **FIELD OBSERVATIONS**

### **HELPFUL HINTS FOR STORM WATER INSPECTIONS**

#### **PARK AND LANDSCAPE MAINTENANCE**

- SOIL EROSION NOT OBSERVED
- GROUNDS FREE OF LITTER
- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- IRRIGATION SYSTEMS DESIGNED TO PREVENT RUN-OFF
- USE OF PESTICIDES AND FERTILIZERS ONLY AS NEEDED

#### **AGRICULTURAL**

- VEGETATION LEFT IN PLACE WHERE POSSIBLE
- VEGETATION LEFT IN PLACE DURING FALLOW YEARS
- SOIL EROSION MINIMIZED
- USE OF PESTICIDES AND FERTILIZERS ONLY WHEN REQUIRED
- ANIMAL WASTE MANAGEMENT PROGRAM IN USE
- IRRIGATION SYSTEMS DESIGNED TO PREVENT RUN-OFF

#### **PARKING LOTS**

- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- SPILLS OR LEAKS SPOT CLEANED AS NEEDED

#### **ERODIBLE SURFACE AREAS**

- PRESERVE NATURAL VEGETATION
- VEGETATION LEFT IN PLACE WHERE POSSIBLE
- SOIL EROSION NOT OBSERVED
- CHEMICAL STABILIZATION OR GEOSYNTHETICS IN USE ON BARE GROUND
- PAVED AREAS SWEEPED REGULARY

#### **ILLICIT CONNECTIONS/ILLEGAL DISCHARGES**

- SIGNS OF ILLICIT CONNECTIONS TO STORMWATER CONVEYANCE SYSTEM(S)
- SIGNS OF ILLEGAL/UNKNOWN DISCHARGE OBSERVED GOING FROM THE LEASE PREMISES ONTO ADJACENT PROPERTY OR INTO THE STREET
- SIGNS OF ILLEGAL/OR UNKNOWN DISCHARGE OBSERVED COMING FROM ADJACENT PROPERTY ONTO THE LEASE PREMISES
  
- STAINED PAVEMENT IN AREAS NEAR OR SURROUNDING CATCH BASIN OR STORM WATER OUTFALL

#### **EMPLOYEE STORMWATER MANAGEMENT TRAINING**

- ACTIVITY APPLICABLE BMP TIP SHEETS POSTED
- TRAINING RECORDS AVAILABLE FOR REVIEW
- EMPLOYEES OBSERVED CONDUCTING WORK CONSISTENT WITH BMPs